

**Duplicate Idaho Title Application**

Idaho Transportation Department



To ensure proper processing of your application, use the step-by-step instructions on page 2. **THIS FORM MUST BE NOTARIZED.**  
**ONLY THE OWNER OR LIENHOLDER OF RECORD OR THEIR AGENT MAY APPLY FOR A DUPLICATE TITLE.** One owner shown on the original title (Section 2) must be shown on the duplicate title (Section 3).

Take the completed form to any county vehicle licensing office or mail it with the applicable fee to the following address.

**Ada County Processing Center**  
**9115 Chinden Blvd Ste 105**  
**Boise ID 83714**

Regular Duplicate Fee \$ 8.00

RUSH Duplicate Fee \$23.00

**Be Sure to Include the Proper Fee – Do Not Send Cash**

<b>SECTION 1</b>	<b>Vehicle/Vessel Information</b>							
	Vehicle/Hull Identification Number*				Title Number*			
	Year	Make	Model	Description	Hull	Horsepower	Propulsion	
	* <b>BOTH</b> the Vehicle/Hull Identification Number and Title Number are necessary to locate your record. Your Registration should have both numbers. If your Registration is not available, contact any county vehicle licensing office for this information. Include an additional \$4.00 title search fee if either is left blank.							
<b>SECTION 2</b>	<b>Current Title Owner Information</b>				<b>SECTION 3</b>	<b>Duplicate Title Owner Information</b>		
	Owner's Name Shown on Original Title OR AND DBA					Owner's Name to be Shown on Duplicate Title OR AND DBA		
	Second Owner's Name on Original Title					Second Owner's Name to be Shown on Duplicate Title		
	Owner's Current Mailing Address					Owner's Current Mailing Address		
	City, State, Zip					City, State, Zip		
						Added Owner's Signature <b>X</b>		
<b>SECTION 4</b>	<b>Mail Title to Different Address Only</b>							
	C/O Name							
	Address (Street, City, State, Zip)							
<b>SECTION 5</b>	<b>To Release Lien on Original Title</b>				<b>SECTION 6</b>	<b>To Add Lien to Duplicate Title</b>		
	Lienholder of Record					Lienholder's Name		
	Releasing Interest's Signature					Address		
	<b>X</b>					City, State, Zip		
	Date					Lien Creation Date and Time		
<b>SECTION 7</b>	<b>Owner's or Lienholder of Record's Signature With Notary</b>							
	I hereby make application for duplicate title on the vehicle/vessel described above. The original title has been lost unless otherwise indicated <input type="checkbox"/> Illegible <input type="checkbox"/> Mutilated (please attach the old title). I certify under penalty of law that all statements contained in this application are true and correct. <b>I realize that I cannot use this form to sell this vehicle/vessel.</b> I hereby authorize the new title to be issued in the name(s) shown in Section 2 or Section 3. The signature below is my true and legal signature. <b>X</b>				Subscribed and sworn before me this			
	<b>X</b>				_____ day of _____ year _____			
	Daytime Phone Number (Include Area Code)				SEAL or STAMP			
					Notary Public's or Idaho Transportation Department Agent's Signature			

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## Instructions

For signatures, remember:

- If an agent signs this form for ANY applicant's signature, either the original document appointing the agent (power of attorney) or a copy verified to be a true copy of the original must be attached. The power of attorney must include a complete vehicle/vessel description and be signed by the grantor.
- If two owners of record were shown on the original title, either may sign if their names were connected by OR, but both must sign if their names were connected by AND.
- If the lienholder of record is applying, list the business name with an authorized signature and title.
- **THE APPLICANT'S SIGNATURE MUST EITHER BE NOTARIZED OR WITNESSED BY AN ASSESSOR OR DEPUTY ASSESSOR OR IT WILL NOT BE PROCESSED.**
- A signature from the lienholder in Section 7 DOES NOT release their lien.

<b>Section 1</b>	Enter the complete vehicle or hull description. Both the vehicle/hull identification number and title number must be listed. Also include model year, make, model, and description.
<b>Section 2</b>	List the owner of record. If there are two owners, circle the "OR" or "AND," whichever appeared on the original title, and add the second owner or if an individual "doing business as" a company name, circle the DBA. List the current mailing address.
<b>Section 3</b>	List "SAME" if there are no changes in ownership. If you wish to add, drop, or change a name, list <u>all</u> owners to be shown on the new duplicate title. Circle "OR" or "AND" if there are two or more owners or DBA. List the owner's current mailing address. If "AND" is circled, any owner that did not appear on the original title must sign here. A name can only be added or removed if an owner on the original title has signed Section 7. <b>At least one owner shown on the original title must remain on the new title.</b>
<b>Section 4</b>	If the duplicate title is to be mailed to a party other than the owner or lienholder, list the address in this section.
<b>Section 5</b>	This section is to be completed and signed by the lienholder of record if they wish to release their lien. A separate release attached to the duplicate application is also acceptable. If an existing lien shown on the title record has not been released, the duplicate title will be issued with the lien and mailed to the lienholder.
<b>Section 6</b>	Complete this section to add a new lien to the duplicate title.
<b>Section 7</b>	It is presumed that your title has been lost. If it has not been lost, but is illegible or mutilated, check the appropriate box and attach the title.

Mail the completed application and the proper fees, as indicated below, to the address on page 1.

- Include an \$8.00 duplicate Idaho title fee.
- If you do not have both the vehicle/hull identification number and the title number, send an additional \$4.00 for a title record search. (The title number and VIN/HIN can be found on your Idaho Registration.)
- For "RUSH" service, add \$15.00 to the \$8.00 duplicate title fee for a total of \$23.00.

Failure to complete ANY of the above requirements will result in the application being returned.

**Faxed copies are not acceptable.**

If you have questions, contact the Title Assistance Unit at (208) 334-8663, Monday through Friday from 8:30 a.m. to 5:00 p.m. Mountain time.

## Thank You